



RCRA RECORDS

## RESP INSPECTION REPORT/ENFORCEMENT CASE PROCESS CHECKLIST

Facility Name: USDA-PSIS-OHS Midwestern LAB  
 RCRA ID No.: MO 6123790002

Section 1: Report Review		
Initials	Date	Activity (database)
<i>[Signature]</i>	4/30/02	Inspection Date (RCRAInfo & ICIS) 6
<i>[Signature]</i>	11/14/02	Report received by RESP (ICIS) 7
<i>[Signature]</i>	1/8/03	Report transmitted to CO
		Report mailed to facility and State
<i>[Signature]</i>	1/18/07	CMEI completed for violations noted on NOV (RCRAInfo & ICIS) 14/16

Do you need additional information? YES / NO (If NO, go to Section 3.)

Section 2: Information Gathering		
Initials	Date	Activity
		Information Request Letter mailed (RCRAInfo & ICIS) 9
		Date response to the Information Request is due (RCRAInfo)
		Response to Information Request Received (RCRAInfo)

Section 3: Case Status Determination		
Initials	Date	Activity
		Date determined further action (LOC, LOW, Referral, SNC) (ICIS)

Is facility a SNC? YES / NO (If YES, go to Section 7.)  
 If inspection report can be closed with an informal action, continue to Section 4, 5, or 6, whichever is appropriate.

Section 4: Letter of Compliance		
Initials	Date	Activity
<i>[Signature]</i>	1/19/07	Letter of Compliance mailed (RCRAInfo & ICIS) 11/28

Section 5: Referral		
Initials	Date	Activity
		Date of referral to State (KS, NE, MO), DOJ, Superfund, _____ (indicate who received referral)

Section 6: Letter of Warning		
Initials	Date	Activity
		Letter of Warning Letter mailed (RCRAInfo & ICIS) 11/14/16/28
		Date response to the Information Request is due (RCRAInfo)
		Response to Information Request Received (RCRAInfo) 28

Section 7: Order Candidates		
Initials	Date	Activity
		Date SNC determination is made (RCRAInfo & ICIS) 11
		Date met with Attorney and Inspector
		Date of the Penalty panel
		Date Notice Letter to the State sent
		Complete Multimedia Database memo
		Complete Table of Violations
		Complete Penalty Calculation Worksheet
		File Complaint (RCRAInfo & ICIS) 20
		File CAFO (RCRAInfo & ICIS) 20

Citations on the Notice of Violation				
#	Federal/State Citation	Description	Date of Non-compliance	Date of Compliance
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

Correspondence (Telephone (T), E-mail (E), Letter (L))		
Date	Type	Description

Supplemental Environmental Projects (SEPs)				
#	Description	Estimated Cost	Actual Cost	Date Completed
1				
2				
3				
4				
5				

Consent Orders				
#	Description	Estimated Cost	Actual Cost	Date Completed
1				
2				
3				
4				
5				

Monetary Settlement	
Penalty	Amount
Proposed	
Final Settlement	